



COUNCIL CHAMBERS

17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037

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ARCHITECTURAL REVIEW BOARD

James Fruit, Chair
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WEDNESDAY, SEPTEMBER 8, 2004

AGENDA

JOINT MEETING

SPECIAL CITY COUNCIL MEETING

and

SPECIAL PLANNING COMMISSION MEETING

and

SPECIAL ARCHITECTURAL REVIEW BOARD MEETING

7:00 P.M.

***A Special Meeting of the City Council, Planning Commission,
and Architectural Review Board is called at 7:00 P.M. for the
Purpose of Conducting a Workshop.***

Dennis Kennedy, Mayor

7:00 P.M.

CALL TO ORDER
(Mayor Kennedy)

ROLL CALL ATTENDANCE
(City Clerk Torrez)

DECLARATION OF POSTING OF AGENDA
Per Government Code 54954.2
(City Clerk Torrez)

SILENT INVOCATION

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

NOW IS THE TIME FOR COMMENTS FROM THE PUBLIC REGARDING ITEMS NOT ON THIS AGENDA.
(See notice attached to the end of this agenda.)

**PUBLIC COMMENTS ON ITEMS APPEARING ON THIS AGENDA WILL BE TAKEN AT THE TIME
THE ITEM IS ADDRESSED BY THE COUNCIL. PLEASE COMPLETE A SPEAKER CARD AND
PRESENT IT TO THE CITY CLERK.**
(See notice attached to the end of this agenda.)

**PLEASE SUBMIT WRITTEN CORRESPONDENCE TO THE CITY CLERK/AGENCY SECRETARY. THE
CITY CLERK/AGENCY SECRETARY WILL FORWARD CORRESPONDENCE TO THE CITY
COUNCIL/REDEVELOPMENT AGENCY.**

City Council, Planning Commission, Architectural Review Board Action

WORKSHOP:

| | Time Estimate | | Page |
|----|----------------------|---|-------------|
| 1. | 150 Minutes | <u>ARCHITECTURAL REVIEW HANDBOOK</u>..... <u>Recommended Action(s): Provide</u> Direction. | 1 |

FUTURE COUNCIL-INITIATED AGENDA ITEMS:

Note: in accordance with Government Code Section 54954.2(a), there shall be no discussion, debate and/or action taken on any request other than providing direction to staff to place the matter of business on a future agenda.

ADJOURNMENT



CITY COUNCIL STAFF REPORT

MEETING DATE:

ARCHITECTURAL REVIEW HANDBOOK WORKSHOP

RECOMMENDED ACTION(S): Provide Direction

EXECUTIVE SUMMARY: The City first adopted an Architectural Handbook in 1989. The purpose of the document was to provide a concise, clear, user friendly version of the City's design standards and guidelines. Prospective applicants, designers and architects could purchase the document to assist them in preparing project plans consistent with City standards and expectations. Project plans which are consistent with City codes and expectations can be processed faster by staff for approval by the Board, Commission and/or Council.

Since 1989, new practices have evolved which has caused the current handbook to become out of date. Many of the standards within the current handbook are also suggestive and are often not implemented by designers. When staff requests revisions to incorporate new practices or suggested standards, it is frustrating to the applicants and often delays projects. The goal with the update of the handbook is to provide a document which will provide a clear and concise listing of the City standards and suggested standards (guidelines). If a clear measurable standard exists, revisions and recommendations for changes can be minimized and avoided; which speeds up the design approval process.

Defining good design is very difficult especially with exact and measurable standards. The ARB and the Design Handbook consultant have worked hard to find a balance of defining minimums but also allowing some flexibility to provide for various architectural styles and site circumstances. Prior to a final edit of the draft handbook and prior to its circulation for public review, staff and the consultant would like to get comments from the City Council, Planning Commission and Board.

A copy of the draft handbook and an agenda for the workshop are attached. Existing standards from the current handbook are noted by the large "*" within the draft handbook text. In April 2004, a draft of the Architectural Handbook was reviewed by the Architectural Review Board. The Board's recommended edits to the document have been hand written into the attached draft. The written notations within the document will allow Council, Commission and Board members to easily see where and how the Board's specific recommended edits would fit within the document.

In addition to the individual edits noted in the draft, the Board also recommended the following overall changes:

- Include an objective statement at the beginning of each section to clarify the intent of the guidelines
- Add a Table of Contents to each land use chapter
- Draw an "X" through examples that illustrate poor or undesirable conditions and concepts.

Also attached is a list of some of the significant new standards which have been added to the handbook. Workshop participants are asked to become familiar with the new document format, the new standards and guidelines and determine if they represent acceptable minimum standards and represent design ideals which are important to the community. Please take note of design issues which may not have been represented or defined in the proposed handbook.

At the workshop, the Council, Commission and Board will be able to discuss the new minimum standards and give some direction and feedback to the consultant prior to preparation of a final draft handbook and design review ordinance.

Agenda Item # 1

Prepared By:

Senior Planner

Approved By:

Planning Manager

Submitted By:

City Manager

September 8, 2004
Architectural Review Handbook Workshop
Agenda

7:00 START

Introduction-Why does the City need a handbook?—Terry Linder

History of project--Terry Linder

Why we are here and what we are trying to accomplish this evening—Terry Linder

Introduction of consultant—Terry Linder

7:15

Document organization –Debbie Rudd with RRM Design Group

Document objectives – Debbie Rudd

Review of new standards proposed within the Single family, Multi-family,
Commercial, Industrial and Gateway Areas—Debbie Rudd

8:00

Questions of staff/consultant—Council, Commission & Board

8:15

Discussion—Council, Commission & Board

8:40

Direction to consultant—Council, Commission & Board

9:00

Wrap up—Debbie Rudd

Next step—Debbie Rudd

9:15-9:30 FINISH.

History:

The original Design Review Ordinance was adopted in 1980 and the Architectural Review Handbook was adopted in 1989. In most cases, the provisions within of the 1989 Handbook are only advisory and not mandatory.

In December 2001 the RRM Design Group was selected to work with staff and the Architectural and Site Review Board with the update of the Handbook. In January 2002, a Council/Commission/Board workshop was held to get some general direction for the update of the documents. The consultant began preparing an initial document based on direction from the January 2002 Council/Commission/Board workshop.

A preliminary draft of the handbook was produced in March 2003. The Board reviewed the preliminary draft of the document and the consultant was asked by the Board to pursue a very different direction with the handbook document. In June 2003, the City Council was asked by staff to confirm direction on the Architectural Review Handbook. The direction given by Council was different from the direction given to the consultant by the Board in March.

Presentation Outline:

1. Document organization

- A. Four separate Chapters
 - 1. Single Family
 - 2. Multi Family
 - 3. Commercial/Industrial
 - 4. Gateways
- B. Each Chapter is organized into 4-5 sections:
 - 1. Table of contents (recommendation of the Board)
 - 2. Objective Statement
 - 3. Site Planning
 - a. Lot layout
 - b. Grading and Drainage
 - c. Access & Circulation
 - d. Parking Area
 - e. Safe & Adequate Access
 - f. Plazas Courtyards & Employee Break Areas
 - g. Utility location
 - h. Loading & Service Areas
 - 4. Building Design
 - a. Design Theme
 - b. Roof Form
 - c. Parapets
 - d. Entries, Doorways & Windows
 - e. Scale & Massing
 - f. Articulation
 - g. Material and Color
 - h. Trash Enclosures
 - i. Gutters Downspouts, Utilities & Building Identification
 - j. Garage, Carports & Ancillary Structures
 - 5. Landscape Design
 - a. Planting Areas and Hardscape Design
 - b. Use of Trees
 - c. Project entry
 - d. Irrigation & Water Conservation
 - e. Safety through Landscaping
 - f. Screening
 - g. Walls & Fencing
 - h. Lighting

C. Each subsection further divided into:

1. Standards: Minimum requirements to be incorporated into the Design Review Ordinance.
2. Guidelines: Suggested minimums – expected but not required

*Design Review Ordinance will include provision allowing ARB to make exception to a minimum standard if warranted.

2. Discuss Objectives for each chapter

- A. Single Family
- B. Multi Family
- C. Commercial and Industrial
- D. Gateway

1. Discuss Board request for objective statement at the beginning of each section within each chapter.
2. Discuss how illustrations have been incorporated throughout the document to represent good and bad examples and to further clarify the concepts. Mention Board's recommendation to put an "x" over the bad example photos.
3. Mention that the large "*" within the text indicates a standard or guideline from the City's 1989 document.

3. Slide show review of new significant standards.

- A. Provide examples of what the new standard is trying to accomplish (with & without photos).
- B. Mention if a standard is in use in other communities (with or without success).

Suggested significant new standards are as follows:

1. Single Family Chapter:
 - a. Grading shall minimize the difference in pad heights between adjacent properties. (Pg. 5)
 - b. Tract development shall have multiple roof lines (Pg. 7)
 - c. Sheds, guest houses, cabanas etc., shall be architecturally compatible. (Pg. 15)
 - d. Architectural enclosures shall be provided for group mailboxes within tract developments. (Pg.15)
 - e. Trees shall be provided on both sides of sidewalks along arterial streets. (Pg. 17)
 - f. Fences placed adjacent to a street shall be screened with a landscape buffer. (Pg. 20)

2. Multi-Family Chapter:

- a. Parking areas shall be separated from buildings by walkways and a 6 ft. wide landscape area. (Pg. 29)
- b. Transformers shall be placed underground. (Pg. 31)
- c. Windows shall be articulated with trim, shutters, sills etc. (Pg. 34)
- d. Variation in the building massing is required. (Pg. 35)
- e. Carports & detached garages shall be designed as an integral part of the development (Pg. 40)
- f. Larger (24" box) trees are required.
- g. New lighting standards which address buildings, parking areas, recreation areas and walkways. (Pg. 49)

3. Commercial and Industrial Chapter

- a. Textured paving required for pedestrian cross walks with projects. (Pg. 56)
- b. Corner sites shall have building to front, parking to rear. (Pg. 60)
- c. No franchise architecture will be allowed. (Pg. 63)
- d. Roof lines greater than 50 ft. in length shall be broken up/Wall planes greater than 50 ft. in length shall be broken up. (Pgs. 64 & 69)
- e. Roof screens shall be architecturally compatible. (Pg. 65)
- f. 360 degree articulation required. (Pg. 70)
- g. Larger trees are required within parking lot areas. (Pg. 77)
- h. Tree cannot be pruned into unnatural shapes. (Pg. 77)
- i. Project entries shall have accent features. (Pg. 78)
- j. Water conserving landscape material is required. (Pg. 79)
- k. Screening shall be architecturally integrated. (Pg. 82)
- l. Lighting standards-roof top lighting prohibited. (Pg. 83)

4. Gateway Areas Chapter

- a. Locations identified and mapped. (Pg. 85)
- b. Buildings to be the focal point at intersections, not parking lots. (Pg. 87)
- c. 40 ft. of landscaping at intersections, 25 ft. wide along other street frontage. (Pg. 87)
- d. Gas stations shall have the canopies screened. (Pg. 87)
- e. Pole signs are prohibited. (Pg. 88)
- f. Signs shall complement and incorporate building architecture. (Pg. 88)
- g. No drive-thrus on corner lots. (Pg. 89)
- h. Focal point features required at intersections. (Pg. 91)
- i. Specimen size (36" box) trees required at intersections. (Pg. 91)